

CERTIFICATE OF SERVICE

NOTE: To prepare the Certificate of Service, it is recommended that you review the mailing information for the case to determine whether an attorney receives service by mail or electronically through cm/ecf. To do so, click on **Utilities/Miscellaneous/Mailings/Mailing Info for a Case**. Type in the case number and the report will display those attorneys who receive mail electronically and those who require manual noticing.

STEP 1 Click the **Bankruptcy** or **Adversary** hyperlink on the ECF Main Menu (See Figure 1)

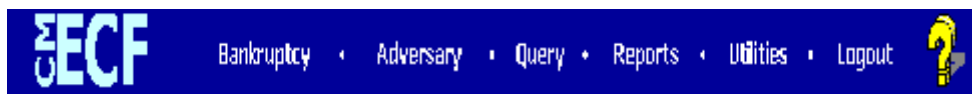


Figure 1

STEP 2 Select **Other** from **Bankruptcy or Adversary Events**

STEP 3 Enter **Case Number**, click [NEXT]

STEP 4 Select **Certificate of Service** from drop down box, click [NEXT]

STEP 5 Joint Filing with Other Attorney(s), place a checkmark in the box for yes and click [NEXT], if no, just click [NEXT]

K *TIP - If the joint filer's name is not listed in the pick list, they will need to file a notice of appearance in the case and then their name will appear in the pick list.*

STEP 6 The **PARTY SELECTION** screen displays

' Select the party you are representing from the list

' Click [NEXT]

STEP 7 The **PARTY ASSOCIATION** screen displays (*optional*)

' Click the association check box to create a link between you and the filing party.

' Click **[NEXT]**

STEP 8 Attach PDF Document, click **[NEXT]**

STEP 9 Select the **Event** (Pleading) related to the Certificate of Service; click **[NEXT]**

STEP 10 Click **[NEXT]**

STEP 11 **Final Docket text appears**, review for accuracy.

SAMPLE DOCKET TEXT

Certificate of Service filed by Debtor John Smith (related document(s) Motion to Dismiss) (Attorney, Joe)

' Click **[NEXT]**

STEP 12 **Notice of Electronic Filing** screen appears.